



# Dept. of Health Employment Opportunity

Department of Health ♦ Personnel Office ♦ 1250 Punchbowl St., Room 122 ♦ Honolulu, HI 96813

Opening Date: February 27, 2005

**LAST DAY TO FILE APPLICATIONS: CONTINUOUS UNTIL NEEDS ARE MET**

## **WASTEWATER OPERATOR TRAINING COORDINATOR - Recruit No. 05X006** ***Halawa – Kalihi, Oahu*** **\$3,691/month (SR-24)**

### ◆ **JOB DUTIES**

This position is responsible for planning, organizing, directing, controlling and coordinating the Statewide Operator Training Center program which is targeted for water and wastewater treatment plant operators, pump station operators, maintenance technicians and collection and distribution plant technicians. This position also requires recruiting, contracting, training, evaluating and critiquing all training instructors and consultants; establishing a comprehensive library system; and programming and implementing a computerized student registrar system.

### **Qualification Summary**

#### **You Must Have:**

1. a bachelor's degree;
2. 1 year experience analyzing facts to resolve problems;
3. 2 ½ years experience in training/education; and
4. wastewater operations training/experience.

Allowable substitutions for these requirements are described in the *Minimum Qualification Requirements*.

### ◆ **MINIMUM QUALIFICATION REQUIREMENTS**

To qualify, you must meet *all* of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

1. **Education Requirement:** Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under Training/Education Experience below, or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities. The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.
2. **Experience Requirements:** Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or an equivalent combination of training and experience.

**General Experience:** One (1) year of progressively responsible professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and techniques, identify alternatives, and prepare clear and concise written reports and recommendations for action.

*(See Information on Back)*  
**"An Equal Opportunity Employer"**

**Training/Education Experience:** Two and one-half (2 ½ ) years of professional work experience which involved responsible participation in a program of training or education, as an instructor, or other comparable professional position; or work experience in a professional staff position associated with the administrative or managerial processes of such a program. Such experience must have involved and demonstrated knowledge of basic education or training methods and techniques, and the ability to communicate effectively, orally and in writing, including speaking before groups.

**Wastewater Operations Experience:** In addition to the experience requirements described above, either concurrently or separately, applicants must have training or other work experience which provided knowledge of wastewater treatment plant operations and unit processes such as pretreatment, primary clarification, secondary clarification, aeration digestion, disinfection, and sludge disposal. Such experience may have been gained in a professional or technical capacity.

**Supervisory Aptitude:** Applicants must possess Supervisory Aptitude which is described as the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **3. Substitutions Allowed:**

- A. Possession of a master's degree or thirty (30) graduate semester credits or its equivalent from an accredited college or university may be substituted for the General Experience.
- B. A bachelor's degree in education or professional diploma in education from an accredited college or university may be substituted for one-half (1/2) year of the Training/Education Experience.
- C. Possession of a master's degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for the General Experience or one (1) year of the Training/Education Experience.
- D. Possession of a Ph.D. degree in education from an accredited college or university which provided knowledge of education and training methods and techniques may be substituted for one and one-half (1 ½) years for the Training/Education Experience.
- E. A full-time teaching internship of at least one semester which involved developing educational lesson plans, providing instruction to students, assessing students' progress and modifying educational plans to address level of students' progress may be substituted for the Training/Education Experience on the basis of one semester of full-time post-baccalaureate internship for one-half (1/2) year of Training/Education Experience, provided that such experience involved and demonstrated knowledge of education and training methods and techniques.
- F. Excess Training/Education Experience may be substituted for the General Experience on a month-for-month basis.

**HOW TO FILE:** Submit applications in person or by mail to  
Department of Health  
Personnel Office - Room 122  
1250 Punchbowl St.,  
Honolulu, HI 96813.

File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications. For recruitments indicating Continuous Recruitment Until Needs Are Met, the last day to file applications will be posted in our office.

**REQUIRED FORMS AND DOCUMENTATION:** You must submit the following forms and documentation **together with your application** or your application may be rejected:

1. Evidence of the appropriate training (official transcript or diploma to verify major) to be given credit for education. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
2. Copy of any license or registration required to qualify you for the position.

**QUALITY OF EXPERIENCE:** Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

**MERIT OR CIVIL SERVICE SYSTEM:** You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's Notice of Examination Results and Eligibility card.

**CITIZENSHIP REQUIREMENT:** You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

**RESIDENCE REQUIREMENT:** You must be a legal resident of the State of Hawaii at the time of application. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence, i.e. filing State income tax returns as a resident of Hawaii, registering to vote in Hawaii's elections, and so on. A residency information sheet is available upon request.

**VETERANS' PREFERENCE:** If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

**PHYSICAL/MENTAL REQUIREMENTS:** Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

**EXAMINATION:** The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination office at 586-4517 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

**NOTIFICATION:** You will be notified, in writing, of your employment eligibility.

**ADMINISTRATIVE REVIEW AND APPEAL:**

**Administrative Review:** If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Department of Health. This must be done within 7 calendar days following the date your notice was sent. Requests must be made, in writing, to the Department of Health at the address listed on the front of this announcement. Your letter requesting the administrative review must include 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the seven day limit, no administrative review will be conducted.**

**Appeal:** If you do not agree with the administrative review decision or action taken by the Department of Health, you may appeal to the Merit Appeals Board within 20 days from the date your notice was sent. Appeals to the Board must be in writing and sent to: Merit Appeals Board, 235 S. Beretania St., 14th Floor, Honolulu, HI 96813-2437.

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

FILING AN ADMINISTRATIVE REVIEW **BEFORE** REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.

**EMPLOYMENT INTERVIEW RESUME:** Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.

